



VACANCY ANNOUNCEMENT

The *SkillSource* Group, Inc. supports economic and workforce development initiatives throughout the Northern Virginia region and serves as the Fiscal Agent for the Virginia Career Works Northern Region. The Accounting Manager is a new position reporting to the Vice President of Finance, Compensation and Benefits (VP of Finance). This role has been created as part of the succession planning for the retirement of the VP of Finance within the next six (6) months and the successful candidate will be well-positioned and strongly considered for that expanded role.

The Accounting Manager will be responsible for leading and managing financial reporting and analysis, payroll processing, budget execution, and grant reimbursement and fiscal management for a \$7 million non-profit organization providing an important public service. This work is performed in an environment subject to Uniform Guidance for Federal Awards, the Federal Workforce Innovation and Opportunity Act and other Federal and Commonwealth of Virginia legislative and regulatory requirements.

Responsibilities and Tasks:

With oversight and direction, the Accounting Manager will fulfill the following duties and responsibilities:

- Oversee the maintenance of the general ledger including Accounts Receivable, Accounts Payable, and Adjusting Journal Entries in compliance with Federal and State regulations, provision of contract awards, and accounting principles.
- Prepare monthly financial reports, providing narrative on key indicators.
- Prepare monthly revenue drawdown requests to grantor organizations and oversee monthly invoicing and quarterly reconciliation of shared centers.
- Participate in organization's budget preparation process and revisions.
- Participate in the preparation of the annual U.S. Department of Labor Negotiated Indirect Cost Rate proposals for final and provisional rates.
- Participate in the preparation and communication of Board and Board Committee materials.
- Participate in the annual financial and Uniform Guidance audit.
- Participate in the preparation of IRS Form 990.
- Participate in annual 401 (k) testing and preparation of Form 5500 for submission to Federal oversight agencies.
- Coordinate payroll & HR activities including onboarding, timely submission of time records, review of payroll reports, funds transfers, and 401(k) and H.S.A. contribution funding.

- Participate in benefits process including annual renewals, product recommendations, and employee communication.
- Participate in the formulation of Human Resources and Financial policies and procedures.

Experience/Education/Qualifications:

- Undergraduate degree in Accounting; CPA or CPA candidate or a combination of equivalent experience.
- A minimum of three (3) years of accounting and/or financial experience in public accounting or non-profit environment.
- Action Oriented - Enjoys working hard and looks for challenges in a detailed and exacting operating environment; able to act and react as necessary, even if limited information is available.
- Direct knowledge and experience in accounting procedures, grant and nonprofit accounting including the reporting requirements of the Uniform Guidance and Federal Workforce Innovation and Opportunity Act, among other Federal and Commonwealth of Virginia legislative and regulatory requirements.
- Ability to work effectively with colleagues as a member of a team, in pursuit of a common goal.
- Commitment to providing high quality customer service to internal and external constituents.
- Excellent written and oral communication skills.
- Experienced Excel user, knowledge of Word. Quickbooks experience helpful.

Compensation/Benefits:

Salary: Negotiable, up to **\$65,000** annually, depending on experience and education achieved. Outstanding benefits package, including paid vacation, holidays and sick leave, health insurance, 401 (k) Retirement Plan, Life Insurance and Disability Insurance.

Background Checks:

A Criminal Background Check will be conducted for this position, with prior approval by the applicant.

Location:

This position will be based at the *SkillSource* Group Administrative Offices, 8300 Boone Boulevard, Suite 450, Vienna, VA 22182. Offices are convenient to Greensboro Metro Station. Free parking is available. More information about The *SkillSource* Group, Inc. is available at www.vcnorthern.com.

How To Apply:

Send a letter of application and resume to The *SkillSource* Group, Inc., attention David Hunn, the *SkillSource* Group President and CEO, to the SSG mailing address or by email to info@myskillsource.org. **The application deadline is Monday May 6, 2019 at 5:00 p.m. EDT.**